

4650.1

NMCRCWASHDCINST

N4

2 Sep 01

NAVMARCORESCEN WASHINGTON DC INSTRUCTION 4650.1

Subj: GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROCEDURES

Ref: (a) DOD, FMR, Volume 9, Chapter 3
(b) Travel and Transportation Reform Act of 1998
(c) COMNAVRESFORINST 4650.1B

Encl: (1) 60-Day Delinquent Pre-Suspension Letter
(2) 90-Day Delinquent Suspension Letter
(3) 120-Days Past Due Pre-Cancellation Letter
(4) GTCC Program Statement of Understanding
(5) Travel Claim Checklist

1. Purpose. To establish procedures governing the use and administration of the Government Travel Charge Card (GTCC) program at the Naval and Marine Corps Reserve Center (NMCRC), Washington.

2. Scope. This instruction applies to all personnel both Active and Reserve that fall under the purview of Commanding Officer, NMCRC.

3. Background. Reference (a) established the Department of Defense (DoD) wide travel policy and procedures for the administration of the GTCC program. Reference (b) requires that all Federal employees use the GTCC during official government travel for payment of expenses. Unit commanding officers and officers-in-charge are required to verify that personnel assigned under their purview have been issued a GTCC.

Under no circumstances are personnel authorized to use their GTCC for any other purpose other than travel and related expenses while serving in an official government travel capacity. Refer to references (a) and (c) for examples of allowable charges. Commanding Officer, NMCRC shall designate an Agency Program Coordinator (APC) to ensure that the GTCC program is implemented responsibly and monitored for compliance.

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Enclosures (1) through (3) are provided as sample letters that will be utilized for service members who are in delinquency status of 60, 90, or 120 days. Commanding Officers of members whose accounts are greater than 30 days overdue but less than 60 will be contacted via E-mail to alert them of the overdue account

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and require them to take steps to insure the debt is paid or adjudicated before it reaches the 60 day delinquency status.

4. Action

a. The command's APC will monitor all cardholder accounts to ensure timely payment of accounts. The APC will take immediately action if an account is over 30 days overdue to notify the member's commanding officer. Unit commanding officers or officers in charge (OIC) will take steps to ensure that the account is paid or provide information to the APC that would permit an extension of payment or an investigation of a disputed charge. Enclosures (1) through (3) will be employed with the appropriate suspension and/or cancellation of the card if circumstances warrant.

b. Follow the procedures outlined by references (a) and (c) to ensure compliance with the following exceptions:

(1) Cash advances from automated teller machines are limited to \$500.00 in any 30 day period, per reference (a). My APC is the only individual who is authorized to contact the Bank of America (BOA) for a cash advance increase.

(2) The APC will suspend/cancel any cardholder's account when abuse, misuse, or fraud is apparent.

(3) The Commanding Officer, NMCRC and unit commanding officers or OICs will take appropriate action towards personnel for abuse, misuse, fraud, or nonpayment. Actions may include disciplinary action under the Uniform Code of Military Justice, administrative separation or transfer to the Individual Ready Reserve (IRR) for Selected Reservists.

c. Enclosure (4) pages one and two, and enclosure (5) can be duplicated and used as handouts. Enclosure (4) is the GTCC Program Statement of Understanding that unit commanding officers shall administer to their respective cardholders.

Each cardholder and unit commanding officer will sign and initial as appropriate. Enclosure (5) is the Travel Claim Checklist provided to serve as a quality tool for accurate submission of travel claims.

KEITH F. AMACKER

Distribution: (NMCRCWASHDCINST 5216.1E)
Lists A, B, C

7000
Ser N4/

From: Commanding Officer, Naval and Marine Corps Reserve
Center,

Washington

To: Commanding Officer, NR

Subj: PAST DUE GOVERNMENT TRAVEL CARD PAYMENT NOTIFICATION -
60-DAY DELINQUENT SUSPENSION LETTER ICO

Ref: (a) DOD Financial Management Regulation, Vol. 9
(b) Uniform Code of Military Justice
(c) Navy Regulations, 1990

Encl: (1) Cardholders Acknowledgement Receipt

1. Reference (a) provides guidance to notify cardholders when they fail to maintain their Government Travel Card (GTC) in good standing, and are approaching a 60, 90 or 120 delinquency status. The 60-day delinquent notification report from the Government Travel Card Contractor has been reviewed and subject member is now 60 days delinquent in the payment of his account. Total amount due is \$_____.

2. Past due amount provided from Bank of America (BoA) delinquency Report.

3. The GTC contract requires that all outstanding charges be paid by the date specified on the billing statement. If no action is taken toward this debt, my Agency Program Coordinator (APC) or the contractor may cancel the account. Specifically, the account will be cancelled and the cardholder reported to credit bureaus for non-payment if the outstanding balance is not paid by 126+ days. **Cancelled accounts will not be reinstated. Meanwhile, travel card privileges have been**

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suspended as of

DD MMM YYYY. These privileges may be restored upon complete Liquidation of the debt. The cardholder must be notified and -counseled. Cardholders on temporary duty more than 45 days are required to submit travel vouchers for payment every 30 days and maintain their travel card account in a current status. Split disbursement (where available) is highly encouraged.

Subj: PAST DUE GOVERNMENT TRAVEL CARD PAYMENT NOTIFICATION -
60-DAY DELINQUENT SUSPENSION LETTER ICO

4. Per references (b) and (c), I expect you as the commanding officer to take appropriate administrative and/or disciplinary action in the case of any member who fails to adhere to the guidelines of the GTC program.

5. The delinquent balance may be resolved by payment of balance in full. Billing questions may be directed to the Travel Card contractor at the number printed on the billing statement for that purpose. Unit commanding officers or their representative and subject member will sign enclosure (1) to acknowledge receipt of this notification. Program management questions may be directed to my APC coordinator at washsup@cnrf.nola.navy.mil or (202) 433-4643.

KEITH F. AMACKER

Cardholders Acknowledgement Receipt

The signatures below indicate that the unit commanding officer or his/her designated representative has provided counseling to the delinquent cardholder. You are directed to sign this enclosure to acknowledge receipt of the 60-day Delinquent Suspension notification and return it to me with your written response outlining the actions taken. Your response is required within 10 days of the date of this notification electronically or hardcopy form.

Grade/Name/RUIC/Date (**unit CO**)

Grade/Name/RUIC/Date
(**delinquent cardholder**)

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7000
Ser N4/

From: Commanding Officer, Naval and Marine Corps Reserve
Center,

Washington

To: Commanding Officer, NR

Subj: PAST DUE GOVERNMENT TRAVEL CARD PAYMENT NOTIFICATION -
90-DAY DELINQUENT SUSPENSION ICO

Ref: (a) DOD Financial Management Regulation, Vol. 9
(b) Uniform Code of Military Justice
(c) Navy Regulations, 1990

Encl: (1) Cardholders Acknowledgement Receipt

1. Reference (a) provides guidance to notify cardholders when they fail to maintain their Government Travel Card (GTC) in good standing, and are approaching a 60, 90 or 120 delinquency status. The 90-day delinquent notification report from the Government Travel Card Contractor has been reviewed and subject member is now 90 days delinquent in the payment of his account. Total amount due is \$_____.

2. Past due amount provided from Bank of America (BoA) Delinquency Report.

3. The GTC contract requires that all outstanding charges be paid by the date specified on the billing statement. If no action is taken toward this debt, my Agency Program Coordinator (APC) or the contractor may cancel the account. Specifically, the account will be cancelled and the cardholder reported to credit bureaus for non-payment if the outstanding balance is not paid by 126+ days. **Cancelled accounts will not be reinstated. Meanwhile, travel card privileges have been suspended as of DD MMM YYYY. These privileges may be restored upon complete liquidation of the debt. The cardholder must be notified and counseled. Cardholders on temporary duty more than 45 days are required to submit travel vouchers for payment every 30 days and maintain their travel card account in a current status. Split disbursement (where available) is highly encouraged.**

Subj: PAST DUE GOVERNMENT TRAVEL CARD PAYMENT NOTIFICATION -
90-DAY DELINQUENT SUSPENSION ICO

4. Per references (b) and (c), I expect you as the commanding officer to take appropriate administrative and/or disciplinary action in the case of any member who fails to adhere to the guidelines of the GTC program.

5. The delinquent balance may be resolved by payment of balance in full. Billing questions may be directed to the Travel Card contractor at the number printed on the billing statement for that purpose. Unit commanding officers or their representative and subject member will sign enclosure (1) to acknowledge receipt of this notification. Program management questions may be directed to my APC coordinator at washsup@cnrf.nola.navy.mil or (202) 433-4643.

KEITH F. AMACKER

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Cardholders Acknowledgement Receipt

The signatures below indicate that the unit commanding officer or his/her designated representative has provided counseling to the delinquent cardholder. You are directed to sign this enclosure to acknowledge receipt of the 90-day Delinquent Suspension notification and return it to me with your written response outlining the actions taken. Your response is required within 10 days of the date of this notification electronically or hardcopy form.

Grade/Name/RUIC/Date **(unit CO)**

Grade/Name/RUIC/Date
(delinquent cardholder)

7000
Ser N4/

From: Commanding Officer, Naval and Marine Corps Reserve
Center, Washington
To: Commanding Officer, NR
Subj: DELINQUENT GOVERNMENT TRAVEL CARD PAYMENT NOTIFICATION
-
120-DAYS PAST DUE PRE-CANCELLATION LETTER ICO
Ref: (a) DOD Financial Management Regulation, Vol. 9
(b) Uniform Code of Military Justice
(c) Navy Regulations, 1990
Encl: (1) Cardholders Acknowledgement Receipt

1. Reference (a) provides guidance to notify cardholders when they fail to maintain their Government Travel Card (GTC) in good standing, and are approaching a 60, 90 or 120 delinquency status. Delinquency reports show that this cardholder has a delinquent GTCC balance of \$_____ which is 120 days past due.

Subject member has made no attempt to resolve this debt and if payment in full is not made within 10 days, the account will be cancelled. At that time, the Travel Card Contractor can begin official collection actions as well as reporting the

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cardholder's failure to pay to credit bureaus. Additionally, 120-day delinquent cardholders are subject to a \$20.00 late fee per billing cycle for each and every billing cycle following the 120-day period until the debt is resolved.

2. Past due amount provided from Bank of America (BoA) Delinquency Report.

3. The cardholder's account will not be reinstated if payment is not made in full prior to cancellation. Additionally, cardholders that do not properly liquidate their GTC debts, or use the card for personal purposes are subject to administrative and/or disciplinary action. I expect you as the commanding officer to take appropriate action, per references (b) and (c).

4. Unit commanding officers or their representative and subject member will sign enclosure (1) to acknowledge receipt of this notification. Contact my Agency Program Coordinator at washsup@cnrf.nola.navy.mil or (202) 433-4643 should further questions arise.

KEITH F. AMACKER

Cardholders Acknowledgement Receipt

The signatures below indicate that the unit commanding officer or his/her designated representative has provided counseling to the delinquent cardholder. You are directed to sign this enclosure to acknowledge receipt of the 120-day delinquent suspension notification and return it to me with your written response outlining the actions taken. Your response is required within 10 days of the date of this notification electronically or hardcopy form.

Grade/Name/RUIC/Date (**unit CO**)

Grade/Name/RUIC/Date
(**delinquent cardholder**)

MANDATORY USE OF THE GTCC STATEMENT

DoD Financial Management Regulations Volume 9, Chapter 3, Appendix A, requires all personnel to use the government-sponsored, contractor-issued travel charge card for all expenses arising from official government travel, unless otherwise exempted. Although a traveler may be required to use the travel card, failure to use the travel card shall not be a basis for refusing, to reimburse the traveler for otherwise appropriate charges. Such failure may, however, subject the traveler to appropriate administrative or disciplinary action.

The Travel and Transportation Reform Act of 1998, (TTRA), stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency.

Traveler (is) or (is not) a government travel cardholders.

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Traveler (**is**) or (is not) exempted from the mandatory use provision of the TTRA. (This statement also authorizes alternative payment methods).

Indicate that government travel cardholders shall obtain cash, as authorized, through automated teller machines (ATMs), rather than obtaining cash advances from a DoD Disbursing Office

GTCC PROGRAM STATEMENT OF UNDERSTANDING

I certify that I have read the attached (Mandatory Use of the GTCC Statement) DoD Government Travel Card policy and procedures. I understand that the Government Travel Card Program is designed to improve the management and control of government travel and thereby promote the efficiency of the Federal Service, I also understand that I am authorized to use the card only for those necessary and reasonable expenses incurred by me for official travel. I will abide by these instructions issued by the Department of Defense (DoD).

The above limitation on card usage also applies to automatic teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed \$500 (standard) or \$200 (restricted) per billing cycle. If my account is not delinquent and my travel orders authorize a larger advance, I can request an increase in the ATM limit through the Agency Program Coordinator (APC). However, I will endeavor to charge expenses to the account wherever feasible rather than use cash advances

I understand that the issuance of this charge card to me is an extension of the employee employer relationship and I am being specifically directed to:

- ?? Abide by all rules and regulations with respect to the charge card.
- ?? Use the charge card for official travel only.
- ?? Pay all charges upon receipt of the monthly billing statement from the Travel Card Contractor.
- ?? Notify the APC of any problems with respect to my usage of

the charge card.

?? Notify the Travel Card Contractor and the APC if my charge cards is lost or stolen.

(Card applicants must initial all the above provision)

I also understand that failure on my part to abide by, these rules or otherwise misuse the card may result in disciplinary, action being taken against me, I also acknowledge the right of the Travel Card contractor and/or APC to revoke or suspend my travel privileges if I fail to abide by, the terms of this agreement or the agreement I have signed with the Travel Card Contractor.

(Cardholder's Signature)

(Unit CO/OIC's

(Cardholder's Printed Name)

(Unit CO/OIC's Printed

(Cardholder's Rank/Command/RUIC

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**TRAVEL CLAIM CHECKLIST
FOR
PCs/TAD/TDY/ACDUTRA**

NAME: _____ SSN: _____

SDN: _____

- _____ 1. Claim must be **signed** and dated.
- _____ 2. **Itemized** daily lodging receipts required *regardless of the amount.*
- _____ 3. If government quarters are not available, CNA is required.
- _____ 4. Claim must be **approved & signed** by authorized official (civilian travel only).
- _____ 5. **Receipts** required for individual expenses **\$75.00** or more.
- _____ 6. Show **U.S.** rates of exchange for foreign currencies.
- _____ 7. Claim must be accompanied by Travel History Form.
- _____ 8. Any order modifications/addendums to orders.
- _____ 9. Indicate which **meal** is included in conference/registration fees.
- _____ 10. **Check** owner/operator or passenger block for **POV use**
- _____ 11. Include NAVPTO endorsement for Air/Rental Car transportation reservation provided.

TRAVEL PACKAGE

(For PSD/PLR/Travel Coordinators, request submit claims as follows)

- _____ Original DD1351-2
- _____ Original SF1164
- _____ Original Receipts
- _____ Copy of orders (**front and back**)
- _____ Copy of order modifications/Addendums
- _____ Copy of Endorsements (include SERE schools)
- _____ Copy of **paid** ACDUTRA vouchers (NC2120)
- _____ Copy of **paid** Travel Voucher Summary computation sheet (Supplemental claim only)
- _____ Non-assignment of Government Quarters (Single DLA)

_____ Copy of Page 2 (PCs only - show old and new address)
_____ Temporary Lodging Expense (TLE) Certificate (PCs)

Reviewed by: _____ Date: _____

Phone number _____ (Print Name)
_____ DSN: _____ Com' 1: (
)

E-mail Address: _____ FAX: _____